

## Creating Cut Sheets, Filling in Border Title Block Text, and Plotting

### Creating Cut Sheets

1. Create a new file using the **CT\_40scale\_sheet\_3d.dgn** seed file.

The seed file can be found under  
**CTDOT\_V8\_Workspaces\CTDOT\_Standards/seed.**

2. Reference the ground and design files and do fit all.

- a) Click the Reference File Icon.

Reference File Icon

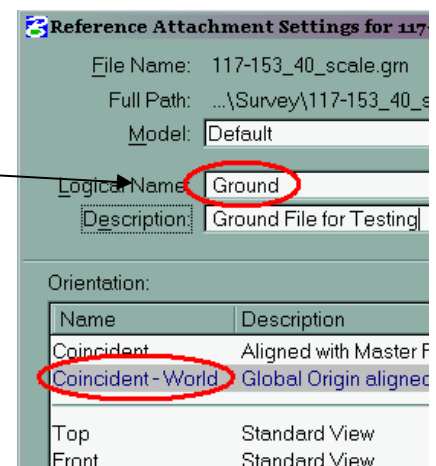


- b) Type a logical name for the reference file(s).

- c) Select **Coincident World**.

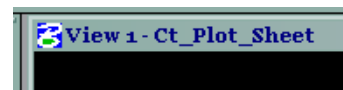
- d) Hit **OK**.

- e) Do a **fit all**.

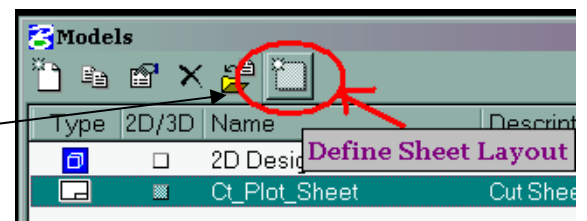


3. Turn on the **sheet model** and move it to desired location:

**NOTE:** A "Sheet Model" called **CT\_Plot\_Sheet** has been created with a predefined 22"x34" border which plots a 24"x36" sheet size which you can snap to. The name of the active "Sheet Model" is listed on the View header. The seed file has the frame of the sheet model **CT\_Plot\_Sheet** turned off so you must turn it on.

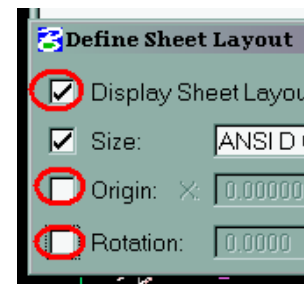


- a) Click on the **Models** Icon.
- b) On the **Models** window, highlight **CT\_Plot\_Sheet** and click the **Define Sheet Layout** Icon.



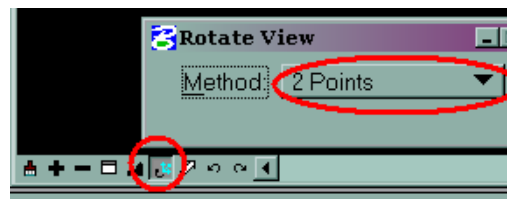
- c) On the **Define Sheet Layout** window:

- (1) Check **Display Sheet Layout**.
- (2) Uncheck **Origin** and **Rotation**.
- (3) Move mouse over the ground/design reference files and hit a data point, then hit a second data point to accept the desired rotation.
- (4) For Sheet Size, The default is CT\_DOT 22"x34" which will yield a plot size of (24"x36").



4. Rotate your window view:

- Click on the **Rotate View** Icon on the bottom of the window.
- The method should be **2 Points**.
- Do a tentative and then data point to the bottom left corner of the **CT\_Plot\_Sheet** outline.
- Do a tentative and then a data point to the bottom right corner of the **CT\_Plot\_Sheet** outline to define the X-axis.



5. Reference the border.

- CT\_border.dgn** can be found in your project directory in the "Border" subfolder.
- After you give the border a logical name, select **Top** as your Orientation and click on **OK**.
- Move the reference file outline over the **CT\_Plot\_Sheet** and hit a data point.
- You will need to move the reference border so it is exactly lined up with the **CT\_Plot\_Sheet**. Use a tentative (and data point to accept) at the top left border corner and then select a tentative (and data point to accept) at the top left **CT\_Plot\_Sheet** corner.
- Clip and bound the ground and design files.

Reference File Icon



**READ YOUR PROMPTS.** You will need to put a data point on the screen to accept the clip/bound shape and then you will need to do a reject to complete the operation.

## Filling in Border Title Block Text

1. Placing the Title Block Text Tags

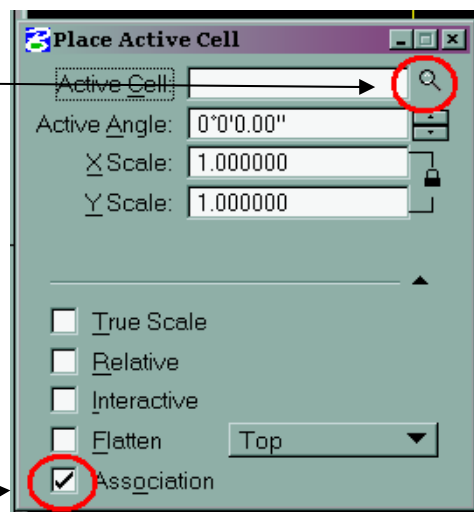
- Hit the **Place Active Cell** Icon.
- Hit the **Browse Cell** Icon on the top right.
- Attach the **CT\_Standard.cel** cell library. It can be found in the following path:

**CTDOT\_V8\_Workspaces\CTDOT\_Standards\Cell.**

- Make **CT\_Border\_Text** your active cell.

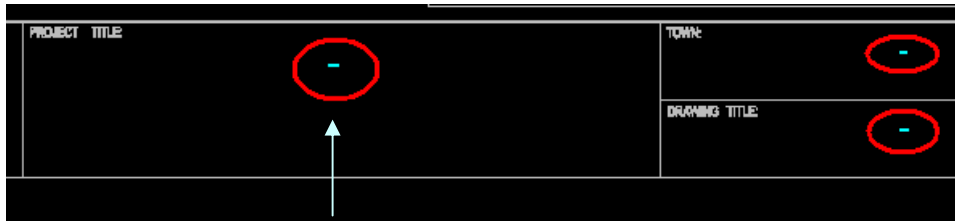
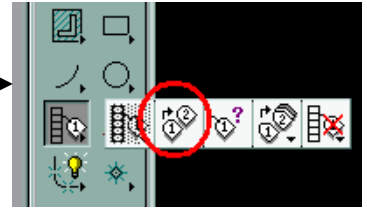
**NOTE:** There is a cell called **CT\_Border\_Revision\_Text** to use when there are construction changes. Place this cell in the same manner as you would the **Titleblock Text Tag** cell.

- Make sure **Association** is checked.
- Using a tentative to the bottom left corner of the border, place the **CT\_Border\_Text** cell.

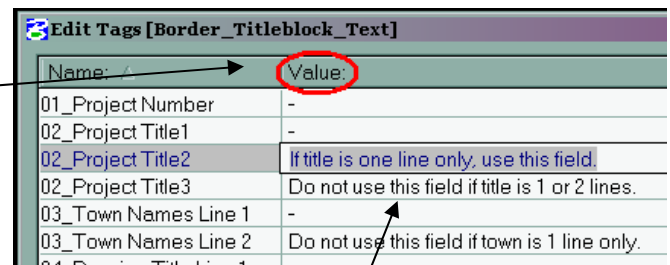


## 2. Filling in the Title Block Text Tags

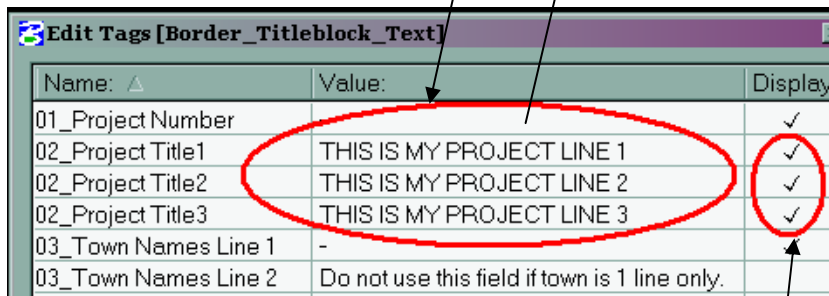
- Select the **Edit Tags** icon. It can be found on the left of the Main toolbar.
- Zoom closer to the title block area.



- Title block text tags look like a “-”. Double click on one of them and the **Edit Tags** window will open.
- On the **Edit Tags** window you can change the **Value** of any field by putting a data point in the **Value** column and typing the new value. Hit the tab key to go to the next line, or you can use your up/down keyboard arrows.



- You may have to overwrite some of the **Value** fields that have text to aid users for standardization.



- You can “turn off” or on any value by unchecking it in the **Display** column.
- When all fields are entered, hit **OK**.

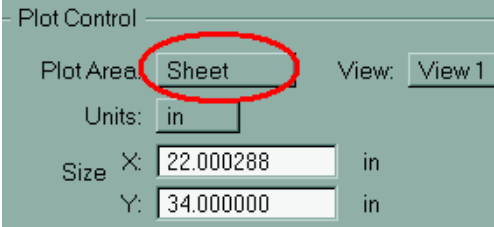
## Creating Additional Cut Sheets

For additional cut sheets....do a “**Save As**”. You will need to re-clip/bound the ground/design reference files and move the border and **CT\_Plot\_Sheet**.

## Plotting Sheets

1. Open **Iplot**. (Note, you do not need to place a fence.)

- a) The **Plot Area** should default to **Sheet**.
- b) Notice the sheet size defaults to the CTDOT standard border which has a height and width of 22"x34". The actual paper plot size for this setting is the standard 24"x36", which has been configured by the X and Y offsets in Iplot.
- c) Select your printer.
- d) Do a **Preview**, if needed.
- e) Hit **Plot**.



Plot Control

Plot Area: **Sheet** View: View 1

Units: in

Size X: 22.000288 in

Y: 34.000000 in